

THE CORPORATION OF THE CITY OF ST. THOMAS
A G E N D A
THE SECOND MEETING OF THE SPECIAL EVENTS COMMITTEE

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

February 3, 2016

MINUTES

Confirmation of the minutes of the meeting held on January 6, 2016.

PETITIONS AND COMMUNICATIONS

Permit Applications

Lions Club of St. Thomas – Lions Fathers Day Car Show – June 19, 2016 **Pages 2-5**

Northern Heat Rib Series – St. Thomas Ribfest – July 8-10, 2016 **Pages 6-33**

St. Thomas Pentecostal Assembly – The Cross Walk – March 25, 2016 **Pages 34-37**

Family YMCA of St. Thomas-Elgin – Iron kids Triathlon – June 15, 2016 **Pages 38-42**

31 Combat Engineer Regiment (The Elgins) – Parade – April 23, 2016 **Pages 43-45**

St. Thomas Downtown Development Board – Nostalgia Nights Car Show – July 9, 2016 **Pages 46-50**

St. Anne’s Parish – St. Anne’s Community Festival – June 1-4, 2016 **Pages 51-56**

MS Society of Canada – 2016 St. Thomas Mandarin MS Walk – May 1, 2016 **Pages 57-59**

UNFINISHED BUSINESS

Railway City Tourism - Railway City Arts Crawl Fireworks – February 27, 2016 **Page 60-62**

Correspondence has been received from Megan Pickersgill, Tourism Coordinator, St. Thomas Economic Development Corporation relating to Elgin Chrysler moving their vehicles for the Railway City Arts Crawl Fireworks.

A copy of the fireworks permit and insurance has been received.

Permit Applications

NEW BUSINESS

NEXT MEETING

To be determined.

ADJOURNMENT



LIONS CLUB OF ST. THOMAS

CHARTERED OCTOBER 28, 1930

MEETS 2ND & 4TH MONDAYS 7:00 PM

City of St. Thomas
Received

JAN 05 2016

City Clerks Dept.

JANUARY 5TH. 2016

ST THOMAS PARKS & RECREATION DEPT.

RE: 19th. ANNUAL FATHERS DAY CAR SHOW JUNE 19th, 2016

AS PER OUR SPECIAL EVENTS FORM, WE ARE CONTACTING YOU TO NOTIFY
ONCE AGAIN THE LIONS CLUB OF ST. THOMAS WILL BE HOLDING OUR FATHERS
DAY CAR SHOW IN PINAFORE PARK ON SUNDAY JUNE 19TH., 2016 FROM 7:00 AM
TO 4:00 PM .

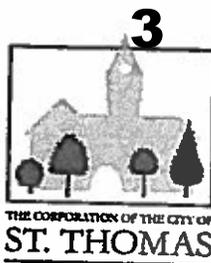
THIS IS ALL SUBJECT TO APPROVAL FROM THE SPECIAL EVENTS COMMITTEE
AND COUNCIL

THANK YOU

WAYNE CUDNEY
CHAIRPERSON
FATHERS DAY CAR SHOW

Alderman Dave Warden
Chairman

Melanie Knapp
Secretary



Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4122
Fax: (519) 633-9019
Email: mknapp@stthomas.ca

City of St. Thomas
Received

JAN 04 2016

SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

Event Name: LIONS FATHERS DAY CAR SHOW
Date(s): JUNE 19/16 Start Time: 7 AM End Time: 4 PM
Location(s): PINAFORE PARK
Organizing Group: LIONS CLUB OF ST. THOMAS
Contact Name: WAYNE CUDNEY
Address: 33 LEGER AVE
Town/City: ST. THOMAS Postal Code: N5R 5M8
Phone Number: 519-631-2148 Cell Phone Number: 519-623-2148
Fax Number: _____ Email Address: WCudney@Sympatico.ca
Expected Attendance: 700

Location and number of washrooms in place: _____

Will food of any kind be available at this Event? Yes No

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes No

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?

Yes No If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?
Yes No N/A If yes, Permit # _____

Will Alcohol be consumed at this Event? Yes No
If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes No
If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes No

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

If the event is a Parade/Run/Walk/Pass through Sporting Event:
Route Details (Use a separate sheet if required)

Number of Event Personnel: 25 Number of Bands in the Event: _____

Number of Vehicles: _____ Number and Size of Tents: _____

Event Details (List all activities. Use a separate sheet if required)

THIS IS OUR 19TH ANNUAL FATHERS DAY CAR SHOW. TYPICALLY 300-400 CARS WITH 1 OR 2 PERSONS PER CAR + SPECTATORS. MUSIC WILL BE BY DISC JOCKEY - 2 FOOD TRAILERS. ALSO VENDORS WITH AUTO RELATED MATERIAL. ALL FUNDS RETURNED TO COMMUNITY PROJECTS.

Do you require Municipal Support:

Labour: Yes No Site Meeting: Yes No Water: Yes No

Barricades: Yes No Traffic Control: Yes No Hydro: Yes No

No Parking Signs: Yes No Detour Signing: Yes No

Other: _____

Has the St. Thomas Fire Department been contacted? Yes No N/A

Has the St. Thomas Police Service been contacted? Yes No N/A

Has Emergency Medical Services been contacted? Yes No N/A

Has the Elgin-St. Thomas Public Health been contacted? Yes No N/A

Has the Parks and Recreation Department been contacted? Yes No N/A

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

YES - NORTH PAVILION

Have you obtained an Electrical Safety Authority permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes No N/A
If yes, Permit # _____

Have you submitted a location or site map with the application? Yes No N/A

Has a privately licensed security firm been contacted/retained? Yes No N/A
If yes, what company and how many security officers will be present? _____

Have you considered providing First Aid? Yes No N/A
If yes, how do you intend on providing that service? _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes No
Describe: ST. JOHNS & REACT 4-6

Volunteers:

Will you have volunteers trained in traffic control? Yes No N/A

If yes, how many? 20-25

Other types of volunteers and number: RE-ACT & ST. JOHNS - 4-6

 WAYNE CUDNEY
(Signature of Individual completing this application)

JAN 4 / 16
Date of application

Contacts:

- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
- Environmental Services – Building Division 631-1680 Ext. 4168
- Environmental Services – Property Services 631-1680 Ext. 4180
- Environmental Services – Waste Management 631-1680 Ext. 4258
- Fire Department – Fire Prevention Officer 631-0210
- Police Services 631-1224 Ext. 141
- Parks & Recreation Services 633-7112
- St. Thomas Tourism 631-1680 ext. 4132
- Treasury Department - Insurance 631-1680 Ext. 4105

OFFICE USE ONLY

Application Received: _____
Special Events Committee Approval: _____

City of St. Thomas
Received

JUL 05 2016

City Clerks Dept.



Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4007
Fax: (519) 633-9019

SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

Event Name: ST THOMAS RIB FEST
 Date(s): JULY 8, 9, 10, 11 Start Time: 4PM, 11AM, 11AM End Time: 11PM, 11PM, 7PM
 Location(s): PINNAFORE PARK
 Organizing Group: NORTHERN HEAT RIB SERIES
 Contact Name: JUSTIN BROWN
 Address: 40 CRESENT AVE
 Town/City: ST THOMAS Postal Code: N5P 2K3
 Phone Number: (519) 636-4037 Cell Phone Number: SAME
 Fax Number: _____ Email Address: justin@northernheatribseries.ca
 Expected Attendance: 10,000
 Location and number of washrooms in place: PORTA JOHNS ON-SITE (13)
 Will food of any kind be available at this Event? Yes No
 If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.
 Will there be a Petting Zoo or Animals at this Event? Yes No
 If Yes, please contact Elgin St. Thomas Public Health for health requirements.
 If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.
 Will there be an indoor/tent covered area used for public assembly as part of the event?
 Yes No If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes No N/A If yes, Permit # _____

Will Alcohol be consumed at this Event?

Yes No

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes No

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes No

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

If the event is a Parade/Run/Walk/Pass through Sporting Event:
Route Details (Use a separate sheet if required)

Number of Event Personnel: 40-50 Number of Bands in the Event: 15

Number of Vehicles: 20 Number and Size of Tents: (8) 10' x 10'

Event Details (List all activities. Use a separate sheet if required)

FREE to the public. Food and drinks will be available. Bouncy castles for children. Bubble soccer and face painting. Licensed area. Freestyle moto cross.

Do you require Municipal Support:

Labour: Yes No Site Meeting: Yes No Water: Yes No
Barricades: Yes No Traffic Control: Yes No Hydro: Yes No
No Parking Signs: Yes No Detour Signing: Yes No Portable Hydro Panel Yes No
Other: _____

Has the St. Thomas Fire Department been contacted? Yes No N/A

Has the St. Thomas Police Service been contacted? Yes No N/A

Has Emergency Medical Services been contacted? Yes No N/A

Has the Elgin-St. Thomas Public Health been contacted? Yes No N/A

Has the Parks and Recreation Department been contacted? Yes No N/A
If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if required)?
If yes, Permit # _____

Yes No N/A

Have you obtained a Fire Hydrant connection permit (if required)?
If yes, Permit # _____

Yes No N/A

Have you obtained a Right of Way occupancy permit (if required)?
If yes, Permit # _____

Yes No N/A

Have you submitted a location or site map with the application?

Yes No N/A

Has a privately licensed security firm been contacted/retained?

Yes No N/A

If yes, what company and how many security officers will be present? DOMINION SECURITY

Have you considered providing First Aid?

Yes No N/A

If yes, how do you intend on providing that service? _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes No

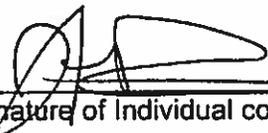
Describe: Handi cap washrooms will be available as well as designated parking. Pathways are used strategically when setting up event layout.

Volunteers:

Will you have volunteers trained in traffic control? Yes No N/A

If yes, how many? 5 / Day

Other types of volunteers and number: Kid Zone, Green Team (garbage), set up, tear down (30-40)


(Signature of Individual completing this application)

Oct 28, 2015
Date of application

Contacts:

- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
- Environmental Services – Building Division 631-1680 Ext. 4168
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- Fire Department – Fire Prevention Officer 631-0210
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- St. Thomas Tourism 631-1680 ext. 4132
- Treasury Department - Insurance 631-1680 Ext. 4105

OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

St Thomas Rib Fest
Weekend Event Schedule

Friday

Opening Remarks - (4:30 - 4:55)

- Grand Daddy welcomes the crowd and introduces the RIBBERS
- Justin thanks sponsors, community, and charity partners for their support
- Introduce WEEKEND ACTIVITIES (Line Dancing Saturday & Sunday, Freestyle Motocross Saturday & Sunday, and Judging on Sunday)
- Introduce VENDORS and BEER TENT
- Announce ON-SITE CONTESTS and SPECIALS
- Introduce BAND

Band - (5:00 - 6:30)

Announcements - (6:30 - 7:00)

- Announce contest winners (1/2 Rack)
- Announce ON-SITE CONTESTS and SPECIALS
- Announce BEER TENT and VENDORS
- Announce WEEKEND ACTIVITIES (Line Dancing Saturday & Sunday, Freestyle Motocross Saturday & Sunday, and Judging on Sunday)
- Introduce BAND

Band - (7:00 - 8:30)

Announcements - (8:30 - 9:00)

- Announce contest winners (1/2 Rack)
- Announce Northern Heat Chug Off
- Announce ON-SITE CONTESTS and SPECIALS
- Announce BEER TENT and VENDORS
- Announce WEEKEND ACTIVITIES (Line Dancing Saturday & Sunday, Freestyle Motocross Saturday & Sunday, and Judging on Sunday)
- Introduce BAND

Band - (9:00 - 10:30)

Announcements - (10:30 - 11:00)

- Grand Daddy thanks the crowd and the RIBBERS
- Introduce Saturday Specials
- Announce WEEKEND ACTIVITIES (Line Dancing Saturday & Sunday, Freestyle Motocross Saturday & Sunday, and Judging on Sunday)

Saturday

Opening Remarks – (11:30 – 11:55)

- Grand Daddy welcomes the crowd and introduces the RIBBERS
- Justin thanks sponsors, community, and charity partners for their support
- Introduce WEEKEND ACTIVITIES (Line Dancing Saturday & Sunday, Freestyle Motocross Saturday & Sunday, and Judging on Sunday)
- Introduce VENDORS and BEER TENT
- Announce ON-SITE CONTESTS and SPECIALS
- Introduce LINE DANCERS

Line Dancing – (12:00 – 1:30)

Announcements – (1:30 – 2:00)

- Announce contest winners (1/2 Rack)
- Announce ON-SITE CONTESTS and SPECIALS
- Announce BEER TENT and VENDORS
- Announce WEEKEND ACTIVITIES (Line Dancing Saturday & Sunday, Freestyle Motocross Saturday & Sunday, and Judging on Sunday)
- Introduce LINE DANCERS

Line Dancing - (2:00 – 3:00)

Announcements – (3:00 – 3:30)

- Announce contest winners (1/2 Rack)
- Announce Northern Heat Chug Off
- Announce start of FREESTYLE MOTO at 5PM
- Announce ON-SITE CONTESTS and SPECIALS
- Announce BEER TENT and VENDORS
- Announce WEEKEND ACTIVITIES (Line Dancing Saturday & Sunday, Freestyle Motocross Saturday & Sunday, and Judging on Sunday)
- Introduce BAND

Band - (3:30 – 5:00)

Freestyle Motocross – (5:00 – 8:00)

Announcements – (5:00 – 6:30)

- Announce contest winners (1/2 Rack)
- Announce Northern Heat Chug Off
- Announce ON-SITE CONTESTS and SPECIALS
- Announce BEER TENT and VENDORS

- Announce WEEKEND ACTIVITIES (Line Dancing Saturday & Sunday, Freestyle Motocross Saturday & Sunday, and Judging on Sunday)
- Introduce BAND

Band - (7:00 - 8:30)

Announcements - (8:30 - 9:00)

- Announce contest winners (1/2 Rack)
- Announce Northern Heat Chug Off
- Announce results of FREESTYLE MOTO
- Announce ON-SITE CONTESTS and SPECIALS
- Announce BEER TENT and VENDORS
- Announce WEEKEND ACTIVITIES (Line Dancing Saturday & Sunday, Freestyle Motocross Saturday & Sunday, and Judging on Sunday)
- Introduce BAND

Band - (9:00 - 10:30)

Announcements - (10:30 - 11:00)

- Grand Daddy thanks the crowd and the RIBBERS
- Introduce Sunday Specials
- Announce WEEKEND ACTIVITIES (Line Dancing Sunday, Freestyle Motocross Sunday, and Judging on Sunday)

SUNDAY

Opening Remarks - (12:00 - 12:25)

- Grand Daddy welcomes the crowd and introduces the RIBBERS
- Justin thanks sponsors, community, and charity partners for their support
- Introduce WEEKEND ACTIVITIES (Line Dancing, Freestyle Motocross, and Judging)
- Introduce VENDORS and BEER TENT
- Announce ON-SITE CONTESTS and SPECIALS
- Introduce LINE DANCERS

Line Dancing - (12:30 - 2:00) SIDE STAGE

Band - (12:30 - 2:00)

Announcements - (2:00 - 2:30)

- Announce contest winners (1/2 Rack)
- Announce ON-SITE CONTESTS and SPECIALS
- Announce BEER TENT and VENDORS
- Announce Judging takes place at 3PM
- Announce FREESTYLE MOTOCROSS BEGINS at 2PM
- Introduce LINE DANCERS

Line Dancing - (2:30 - 3:30) SIDE STAGE

Band - (2:30 - 4:00)

Freestyle Motocross (2:00 - 5:00)

Announcements - (4:00 - 4:30)

- Announce contest winners (1/2 Rack)
- Announce Northern Heat Chug Off
- Announce ON-SITE CONTESTS and SPECIALS
- Announce BEER TENT and VENDORS
- Announce WEEKEND ACTIVITIES (Freestyle Motocross)
- Introduce BAND

Band - (4:30 - 6:00)

Announcements - (6:00 - 6:30)

- Grand Daddy thanks the crowd and the RIBBERS
- Justin thanks sponsors, community, and charity partners
- Announce Northern Heat Chug Off WINNER
- Announce Freestyle Motocross WINNERS
- Announce BEER TENT and VENDORS

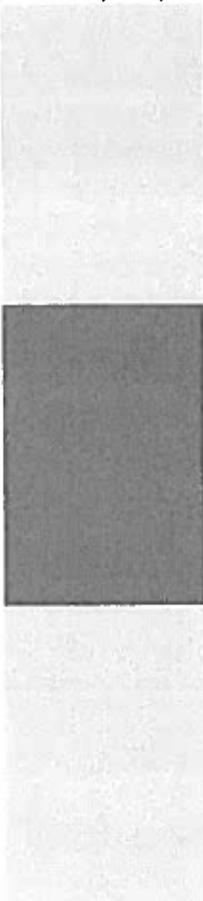
Security Schedule

Person(s) in Charge	Contact
Victor Anastsadias	(519) 860-0024
Justin Brown	(519) 636-4037
Wayne Brown	(519) 639-8993
Gabi Brown	(519) 902-8994
Justine Bye	(647) 500-5878

Thursday Time Slots

11:00AM - 11:30AM
11:30AM - 12:00PM
12:00PM - 12:30PM
12:30PM - 1:00PM
1:00PM - 1:30PM
1:30PM - 2:00PM
2:00PM - 2:30PM
2:30PM - 3:00PM
3:00PM - 3:30PM
3:30PM - 4:00PM
4:00PM - 4:30PM
4:30PM - 5:00PM
5:00PM - 5:30PM
5:30PM - 6:00PM
6:00PM - 6:30PM
6:30PM - 7:00PM
7:00PM - 7:30PM
7:30PM - 8:00PM
8:00PM - 8:30PM
8:30PM - 9:00PM
9:00PM - 9:30PM
9:30PM - 10:00PM
10:00PM - 10:30PM
10:30PM - 11:00PM

Set-up Day



Friday Time Slots

4:00PM - 4:30PM
4:30PM - 5:00PM
5:00PM - 5:30PM
5:30PM - 6:00PM
6:00PM - 6:30PM
6:30PM - 7:00PM
7:00PM - 7:30PM
7:30PM - 8:00PM
8:00PM - 8:30PM
8:30PM - 9:00PM
9:00PM - 9:30PM
9:30PM - 10:00PM
10:00PM - 10:30PM
10:30PM - 11:00PM

8
Security
Guards

8
Security
Guards

Friday Overnight 1 Security

Security Schedule

Saturday Time Slots

11:00AM - 11:30AM
11:30AM - 12:00PM
12:00PM - 12:30PM
12:30PM - 1:00PM
1:00PM - 1:30PM
1:30PM - 2:00PM
2:00PM - 2:30PM
2:30PM - 3:00PM
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8:00PM - 8:30PM
8:30PM - 9:00PM
9:00PM - 9:30PM
9:30PM - 10:00PM
10:00PM - 10:30PM
10:30PM - 11:00PM

8
Security
Guards

8
Security
Guards

Saturday Overnight 1 Security

Sunday Time Slots

11:00AM - 11:30AM
11:30AM - 12:00PM
12:00PM - 12:30PM
12:30PM - 1:00PM
1:00PM - 1:30PM
1:30PM - 2:00PM
2:00PM - 2:30PM
2:30PM - 3:00PM
3:00PM - 3:30PM
3:30PM - 4:00PM
4:00PM - 4:30PM
4:30PM - 5:00PM
5:00PM - 5:30PM
5:30PM - 6:00PM
6:00PM - 6:30PM
6:30PM - 7:00PM

8
Security
Guards

Person(s) in Charge Schedule

Person(s) in Charge	Contact
Victor Anastsadias	(519) 860-0024
Justin Brown	(519) 636-4037
Wayne Brown	(519) 639-8993
Gabi Brown	(519) 902-8994
Justine Bye	(647) 500-5878

Thursday Time Slots

11:00AM - 11:30AM	
11:30AM - 12:00PM	Victor
12:00PM - 12:30PM	Justine
12:30PM - 1:00PM	Wayne
1:00PM - 1:30PM	Gabi
1:30PM - 2:00PM	Justin
2:00PM - 2:30PM	
2:30PM - 3:00PM	
3:00PM - 3:30PM	
3:30PM - 4:00PM	Gabi
4:00PM - 4:30PM	Wayne
4:30PM - 5:00PM	Victor
5:00PM - 5:30PM	Justine
5:30PM - 6:00PM	Justin
6:00PM - 6:30PM	
6:30PM - 7:00PM	
7:00PM - 7:30PM	
7:30PM - 8:00PM	
8:00PM - 8:30PM	Gabi
8:30PM - 9:00PM	Wayne
9:00PM - 9:30PM	Victor
9:30PM - 10:00PM	Justin
10:00PM - 10:30PM	Justine
10:30PM - 11:00PM	

Friday Time Slots

4:00PM - 4:30PM	
4:30PM - 5:00PM	Gabi
5:00PM - 5:30PM	Wayne
5:30PM - 6:00PM	Victor
6:00PM - 6:30PM	Justine
6:30PM - 7:00PM	Justin
7:00PM - 7:30PM	
7:30PM - 8:00PM	
8:00PM - 8:30PM	
8:30PM - 9:00PM	Justin
9:00PM - 9:30PM	Victor
9:30PM - 10:00PM	Gabi
10:00PM - 10:30PM	Wayne
10:30PM - 11:00PM	Justine

Person(s) in Charge Schedule

Saturday Time Slots

11:00AM - 11:30AM
 11:30AM - 12:00PM
 12:00PM - 12:30PM
 12:30PM - 1:00PM
 1:00PM - 1:30PM
 1:30PM - 2:00PM
 2:00PM - 2:30PM
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 8:30PM - 9:00PM
 9:00PM - 9:30PM
 9:30PM - 10:00PM
 10:00PM - 10:30PM
 10:30PM - 11:00PM

Victor
 Justin
 Justine

 Victor
 Justin
 Gabi
 Wayne
 Justine

 Victor
 Justin
 Justine

Sunday Time Slots

11:00AM - 11:30AM
 11:30AM - 12:00PM
 12:00PM - 12:30PM
 12:30PM - 1:00PM
 1:00PM - 1:30PM
 1:30PM - 2:00PM
 2:00PM - 2:30PM
 2:30PM - 3:00PM
 3:00PM - 3:30PM
 3:30PM - 4:00PM
 4:00PM - 4:30PM
 4:30PM - 5:00PM
 5:00PM - 5:30PM
 5:30PM - 6:00PM
 6:00PM - 6:30PM
 6:30PM - 7:00PM

Victor
 Justin
 Justine

 Justin
 Victor
 Gabi
 Wayne
 Justine

Bartender(s) Schedule

Person(s) in Charge	Contact
Victor Anastsadias	(519) 860-0024
Justin Brown	(519) 636-4037
Wayne Brown	(519) 639-8993
Gabi Brown	(519) 902-8994
Justine Bye	(647) 500-5878

Thursday Time Slots

11:00AM - 11:30AM
 11:30AM - 12:00PM
 12:00PM - 12:30PM
 12:30PM - 1:00PM
 1:00PM - 1:30PM
 1:30PM - 2:00PM
 2:00PM - 2:30PM
 2:30PM - 3:00PM
 3:00PM - 3:30PM
 3:30PM - 4:00PM
 4:00PM - 4:30PM
 4:30PM - 5:00PM
 5:00PM - 5:30PM
 5:30PM - 6:00PM
 6:00PM - 6:30PM
 6:30PM - 7:00PM
 7:00PM - 7:30PM
 7:30PM - 8:00PM
 8:00PM - 8:30PM
 8:30PM - 9:00PM
 9:00PM - 9:30PM
 9:30PM - 10:00PM
 10:00PM - 10:30PM
 10:30PM - 11:00PM

Set-up Day

N/A
 N/A
 N/A

Friday Time Slots

4:00PM - 4:30PM
 4:30PM - 5:00PM
 5:00PM - 5:30PM
 5:30PM - 6:00PM
 6:00PM - 6:30PM
 6:30PM - 7:00PM
 7:00PM - 7:30PM
 7:30PM - 8:00PM
 8:00PM - 8:30PM
 8:30PM - 9:00PM
 9:00PM - 9:30PM
 9:30PM - 10:00PM
 10:00PM - 10:30PM
 10:30PM - 11:00PM

Servers

1,2, and 3

Bartender(s) Schedule

Saturday Time Slots

11:00AM - 11:30AM
 11:30AM - 12:00PM
 12:00PM - 12:30PM
 12:30PM - 1:00PM
 1:00PM - 1:30PM
 1:30PM - 2:00PM
 2:00PM - 2:30PM
 2:30PM - 3:00PM
 3:00PM - 3:30PM
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 6:30PM - 7:00PM
 7:00PM - 7:30PM
 7:30PM - 8:00PM
 8:00PM - 8:30PM
 8:30PM - 9:00PM
 9:00PM - 9:30PM
 9:30PM - 10:00PM
 10:00PM - 10:30PM
 10:30PM - 11:00PM

Servers
 1 and 2
 1 & 2 break
 Servers
 1,2,3,4, & 5

Sunday Time Slots

11:00AM - 11:30AM
 11:30AM - 12:00PM
 12:00PM - 12:30PM
 12:30PM - 1:00PM
 1:00PM - 1:30PM
 1:30PM - 2:00PM
 2:00PM - 2:30PM
 2:30PM - 3:00PM
 3:00PM - 3:30PM
 3:30PM - 4:00PM
 4:00PM - 4:30PM
 4:30PM - 5:00PM
 5:00PM - 5:30PM
 5:30PM - 6:00PM
 6:00PM - 6:30PM
 6:30PM - 7:00PM

Servers
 1,2, and 3

St Thomas Rib Fest
2016 Operational Plan

October 2015
Justin Brown

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Event Intro

St Thomas Rib Fest is a family oriented food and music festival taking place at TPinafore Park in St Thomas, on July 9, 10, 11, 2016. The event is FREE OF CHARGE and the focus of the event is to bring the community together in a common place to enjoy the summer weather.

The event will feature 20 food vendors; each providing unique food offerings. The feature of the event is the professional rib teams that come in from across Canada.

Live music and entertainment will take place on the event's stage located on-site. Entertainment will consist of rock/country bands and line dancing performances.

St Thomas Rib Fest will feature an SOP area on-site. This area will be patrolled by paid duty police officers as well as a professional security team.. Government issued I.D will be required in order to purchase alcohol. Those that are not 19+ will not be able to consume alcohol within the SOP area.

St Thomas Rib Fest aims to produce a family event that the community can be proud of and bring back annually.

Dates and Times:

Friday (4PM – 11PM)

Saturday (11AM – 11PM)

Sunday (11AM – 11PM)

Company Background

St Thomas Rib Fest is part of the Northern Heat Rib Series which consists of 7 events across Ontario. St Thomas Rib Fest, the original event in the series has won the Spirit of St Thomas Award for #1 event in both 2014 and 2015. Our organization aims to produce this quality of event each and every time.

Food on Site

St Thomas Rib Fest will offer an array of food options for its attendees. These options will be available throughout the event on the following dates and times:

Friday (4PM – 11PM)
Saturday (11AM – 11PM)
Sunday (11AM – 11PM)

The food options available will be:

Ribs
Pulled Pork
Chicken
Poutine/French Fries
Hamburgers
Hot Dogs/Sausages
Blooming Onion
Ice Cream
Lemonade
Slushies
Funnel Cake
Candy

Age of Majority

People wishing to purchase alcohol in the SOP area will be required to provide security with **valid, government issued photo I.D.** Once in the SOP area they will be able to purchase 'drink tickets'.

Alcohol is NOT permitted to be brought in or leave the SOP area. The SOP area will be all ages.

Attendees will be asked to provide ID at point of entrance. Attendees that are under 19 or look under 25 years of age will not receive a wristband indicating they need to present ID at point of purchase.

Security guards as well as Paid Duty officers will be tasked with patrolling the SOP area for under age drinking. St Thomas Rib Fest will make this easier by placing colored wristbands on attendees that of legal age (19+). Any one that is spotted with an alcoholic beverage that does not have a wristband will be approached and ID'd. If they are under 19 they will have the drink confiscated and will be escorted out of the event. If they are of age (19+) they will be allowed to keep their drink.

If someone is caught passing an alcoholic beverage to some one that is under the legal age (19) they will be escorted out of the event.

Lighting – St Thomas Rib Fest will rent high-powered stadium style lighting from Little Electric. These light towers will be placed so that they light the SOP area. Lighting will be sufficient that police and security are able to distinguish faces and properly ensure that under age drinking is not taking place.

Checking I.D

We will have three (3) security guards present at the entrance to the SOP area checking for ID, putting on wristbands and operating a clicker.

Attendees without wristbands will have to present ID at point of purchase to prove they are (19+) if they wish to consume alcohol. Servers will be smart serve qualified.

Process for guards: Step #1 – If the person looks identifiably over 19 years of age let them pass and give them a wristband. Step #2 Ask all individuals that look 25 years of age and under for valid photo ID. Step #3 Proceed to give them a bracelet if they are (19+).

Process for servers: Step #1 – Check individual for wrist band at point of purchase. Step #2 – If the individual does not have a wristband then ask them to provide valid photo ID

Four (4) guards will be monitoring the area for underage drinking and over consumption. One (1) guard will be patrolling the perimeter of the

event. Security will ask for ID any time they see someone without a wristband having an alcoholic drink.

Serving Practices

Server Training – All alcohol servers will be required to have Smart Serve training

Alcohol Tickets – (2-3) staff will be selling drink tickets

of Servers – There will be 3-4 smart serve certified servers working the bar

Price of alcohol tickets – Single drink ticket **(\$5)**

Maximum of four (4) tickets will be sold to one (1) person at a time.

Maximum of two (2) drinks can be served to any one (1) person at a time.

Alcohol will be served in cans and clear plastic cups.

Non-alcoholic drinks will be served in colored plastic cups

Type of Alcohol to be Served – St Thomas Rib fest will serve the following: beer, cider, liquor (vodka, rum, rye, and gin)

Type of Non-Alcoholic Drinks – St Thomas Rib Fest will serve the following non-alcoholic beverages: water, juice, and pop

Alcohol Storage – Alcohol will be stored on-site in a locked, refrigerated, refer truck. Security will be present over night.

Alcohol Ticket Refund Policy – All alcohol tickets may be refunded at point of purchase until 45 minutes after the event ends each day. All staff will be made aware of this policy. Patrons will be able to ask security for information as they will have knowledge of the policy as well.

Schedule for Alcohol Servers – **(Please see attached schedule)**

SOP Permits and Receipts Locations – These items will be located behind the bar

Over-intoxication

St Thomas Rib Fest will only hire bar staff that are smart serve certified and trained in proper serving practices. They will be on constant watch for over consumption and notify security/police should an issue arise.

Servers are trained to monitor consumption and watch for tell tale signs of over consumption. Food will be available at all time during the event

Security and off duty police will be patrolling the SOP area, watching for individuals who show signs of over-intoxication.

If someone shows signs of overconsumption they will no longer be permitted to consume alcohol at St Thomas Rib Fest. They will be given a water and asked to vacate the event. St Thomas Rib Fest will call a taxi for the individual and have them escorted to the taxi by off duty police.

If the individual has a designated driver, police will escort them to the vehicle and ensure that the individual does not drive drunk.

Security

Estimated Attendance – We are expecting the entire event to attract 2,000 per day.

Number of Volunteers – We will have 12 volunteers present in the SOP area

Number of Licensed Private Security (Dominion Security) – There will be EIGHT (8) licensed private security at any given time in the SOP area. We will have three (3) security guards present at the entrance to the SOP area checking for ID, putting on wristbands and operating a clicker. Four (4) guards will be monitoring the area for underage drinking and

over consumption. One (1) guard will be patrolling the perimeter of the event. Security will ask for ID any time they see someone without a wristband having an alcoholic drink.

Number of Paid Duty Police Officers – We will have paid duty police officers on-site. They will be sourced from the St Thomas Police Department/OPP. Their schedule is as follows:

All volunteers and paid private security will be wearing clearly identifiable uniforms to set them apart from the general public.

Lighting – St Thomas Rib Fest will rent high-powered stadium style lighting from Little Electric. These light towers will be placed so that they light the SOP area. Lighting will be sufficient that police and security are able to distinguish faces and properly ensure that under age drinking is not taking place.

Fence Type and Height – Six (6)-foot high Moduloc metal fencing surrounding the entire SOP area.

Lost Child Contact Area/Procedure – In the event of a lost child, OPP will be notified immediately. An announcement will be made over the PA to help locate the children or have them come to the stage. If the child is not located, the police will be continue to take control of the matter
Schedule of Security Guards – **(Please see attached schedule)**

Washrooms

St Thomas Rib Fest will provide portable washrooms and hand wash stations for the patrons inside the SOP area. There will be (1) handicap and (7) standard washroom units located inside the SOP area.

Washrooms will be serviced by the sanitization company daily.

Emergency Vehicle Plan

Note: In case of an emergency, an announcement will be made over the PA notifying people to clear the roadway for vehicles to pass.

Fire – St Thomas Rib Fest will leave a clear path through the event for easy access of Fire safety vehicles. The access road leading from the main parking lot will be left unobstructed to ensure access for vehicles. Should anything block the road way, security will ensure that it is removed. Announcements will be made over the PA on the main stage notifying attendees of the blocked passageway and ask that it be removed.

EMS - St Thomas Rib Fest will leave a clear path through the event for easy access of EMS safety vehicles. The access road leading from the main parking lot will be left unobstructed to ensure access for vehicles. Should anything block the road way, security will ensure that it is removed. Announcements will be made over the PA on the main stage notifying attendees of the blocked passageway and ask that it be removed.

Police - St Thomas Rib Fest will leave a clear path through the event for easy access of Police safety vehicles. The access road leading from the main parking lot will be left unobstructed to ensure access for vehicles. Should anything block the road way, security will ensure that it is removed. Announcements will be made over the PA on the main stage notifying attendees of the blocked passageway and ask that it be removed.

Fire Safety Plan

In the event of a fire, call 911 immediately and notify the Fire Department. Extinguishers are located at the entrance to the SOP, the Rib Trailers, and behind the bar.

Notify the paid duty officers on-site of the situation. Make an announcement over the PA notifying patrons to vacate the area of the fire and to leave a path for emergency vehicles.

Waste Management

Special event garbage stations will be placed throughout the SOP area. These will be serviced throughout the event and bags will be replaced as they become full.

The St Thomas Rib Fest “Green Team’ will be responsible for doing mandatory sweeps of the event checking for overflow every 40 minutes. Waste will be sorted and put into separate bins

Tables and Chairs

Tables and chairs will be provided by St Thomas Rib Fest. We will utilize event grade, plastic banquet tables and chairs. There will be approximately 100 tables and 500 chairs located within the SOP area.

Food Safety

There will be a variety of different food being offered for sale during hours of operation (i.e.hot dogs, hamburgers, pizza, sandwiches, snack foods, etc.). Food offerings will be provided by various gourmet food trucks, community groups and local Elgin County food vendors. The event, its operators, and any vendor shall meet the requirements of the Health Protection and Promotion Act, its associated regulations and the applicable requirements under the Ontario Public Health Standards.

Each vendor will provide the appropriate cooking, heating and holding units ranging from propane BBQ’s and ovens to full kitchens housed inside their food trucks. All food vending operations will adhere to Elgin County District Health Unit’s (ECDHU) licensing and guidelines.

Water Safety

A potable water supply must be available for hand sinks, utility sinks and any sinks designated for food preparation, cleaning and disinfection. This supply must be continuous during the event's hours of operation.

If the water supply is from a private well, not municipally run, it must be tested and approved by the Elgin County District Health Unit (ESTPH) prior to the event.

If potable water is to be transported to the site, the names and phone numbers of the water haulers are to be provided to ESTPH at least 15 days prior to the event.

The equipment used by water haulers and the source of their supply shall be inspected and / or approved by ESTPH prior to the event.

The method of distribution of potable water to patrons shall be approved by ESTPH prior to the event. Food grade hoses must be used. Distribution points shall be in such numbers as deemed necessary by ESTPH and shall be accessible, conveniently located to the public and vendors, and clearly identified.

Smoke Free Ontario

This event will be operated in accordance with the Smoke-Free Ontario Act(SFOA). Violators may be charged with fines commencing at \$305.00 and/or removed from the event.

PATIOS/FOOD SERVICE AREAS - Smoking is prohibited on patios where food and drink is served including outdoor areas where seating and tables are provided for patrons to consume their meal or beverage.

SIGNS - Event organizers will post SFOA no-smoking signs as required by law.

BUILDINGS AND WORK VEHICLES - Smoking is prohibited inside buildings and work vehicles at the event.

TOBACCO SALES - Cigarettes and other tobacco products cannot be sold at the event without regulatory compliance with the SFOA and the Tobacco Tax Act as enforced by health unit tobacco enforcement and the Ministry of Finance.

TOBACCO PROMOTION - Tobacco brands and products cannot be promoted or displayed at the event.

APPENDIX "A"



REQUEST FOR PAID DUTY
Contracted Overtime Agreement

Part "A" – to be completed by the requestor / client / organization requesting the services of a St. Thomas Police Service Officer(s). (please print)

Date of Submission: 11/02/2015
Name of Organization: NORTHERN HEAT RIB SERIES
Requested by (name): JUSTIN BROWN
Contact person: JUSTIN BROWN
Address: 40 CRESCENT AVE, ST THOMAS, ON, N5P 2K3
Telephone: (519) 636-4037 Fax: N/A
Email: Justin@northernheatribseries.ca
Mailing or billing address if different than above:

Type of event: RIB FEST
Will liquor permit be obtained? YES yes _____ no _____
Date of event: JULY 8, 9, 10 OF 2016
Address / location of event: PINAFORE PARK
Times required: From FRI 8PM, SAT 8PM to FRI 12AM, SAT 12AM

Details of events:
ST THOMAS RIB FEST IS A FAMILY EVENT, FREE TO THE PUBLIC. IT WILL FEATURE FOOD, MUSIL, AND AN S.O.P PERMIT.

Number of persons anticipated at event: 2,500 / DAY
Number of officers requested: (2) PER DAY
Number of police vehicles required: (0)

The above information will be reviewed after submission to the St. Thomas Police Service and the number of officers required may be changed. The requestor / client / organization will be notified of any changes accordingly.

Refer to Part "B" - "Terms of Agreement" for futher information

Part "B" – "Terms of Agreement"

Police officers providing services under this agreement shall be required to perform only those duties which are normally performed by police officers.

The employment shall be of a nature and so located that officer(s) would be available for a call to emergency police duties.

The number of officer(s) and/or police vehicles indicated by the requestor / client / organization is subject to change by the Chief of Police and/or appropriate designate based on the information provided, the nature of the event, officer and public safety issues and concerns.

A minimum of two (2) officers will be contracted for duties in premises where liquor is served. The organization will be notified of any changes to the minimum numbers.

A completed "Request for Paid Duty – Contract Overtime Agreement" (Part "A") and a signed acknowledgement (Part "B") must be received by the St. Thomas Police Service at minimum, two (2) weeks prior to the scheduled event.

Rates:

Hours of duty are a minimum of three (3) hours at the appropriate rate of pay. Current First Class Constable's **hourly rate of pay** at time and one half.

Administration fee: (for the administration of the policy and equipment)
10%

HST will be added effective 01st July, 2010. For any contracted Paid Duties arranged between 01st May, 2010 and the implimentation date of HST (01st July, 2010), where the event date is after July 01st, 2010 HST will also be applied.

Vehicle rate: means the fee that will be charged to the client where a police vehicle is required to complete a required Paid Duty - \$25.00 / hour.

All Paid Duties will be paid in full by the requestor / client / organization, at the time of acceptance of the application by the St. Thomas Police Service and prior to the Paid Duty being posted. If changes are necessary in the invoice, due to extended hours, the invoice will be amended and the amended payment collected and/or billed. Payment will be accepted during regular business hours (08:00 AM – 04:00 PM) Monday to Friday Excluding Statutory holidays via Cash, Debit and/or VISA along with the completed "Request for Paid Duty form" – APPENDIX "A" and the signed copy of the "Terms of Agreement" form – APPENDIX "B" at:

**The St. Thomas Police Service
30 St. Catherine Street,
St. Thomas, Ontario, N5P 2V8**

Delinquent payments will result in suspension of further contracts for service.

Cancellation fees: Where cancellation notification is not received by the St. Thomas Police Service, Officer in Charge, at minimum 24 hours prior to the scheduled commencement of the event, a minimum of 3 hours charge plus the administration fee will apply for each police officer booked for the Paid Duty event. Cancellation payments are due immediately upon receiving an invoice from the St. Thomas Police Service.

Cancellations must be made by calling the On-Duty Officer in Charge at the St. Thomas Police Service headquarters at: (519) 631-1224 ext 119

By my signature below, I acknowledge that I have read and understood all "Terms of Agreement" contained in Part "B" of this contract, and that I accept and agree to abide by all "Terms of Agreement". Further, that all information provided in part "A" of this request for Paid Duty services is complete and accurate to the best of my knowledge.

X  _____
(Signature of person requesting Paid Duty)

Date: 11/02/2015

Requesting agency / organization: NORTHERN HEAT RIB SERIES

For Administrative Use:

Reviewed by: _____ date _____

Approved by: _____ date _____

Application paid In full: Yes _____ No _____

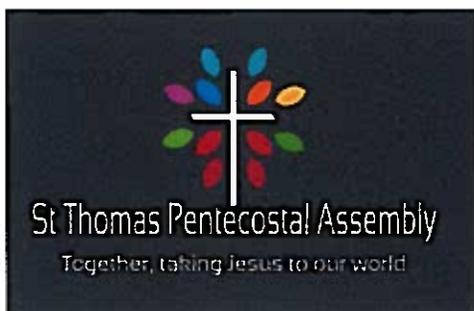
Receipt Issued: Yes _____ No _____ By: _____



City of St. Thomas
Received

JAN 06 2016

City Clerks Dept.



144 Wellington Street Phone: 519-633-3810
St. Thomas, ON N5R 2R9 Fax: 519-633-9123
Email: jdemoor@stpa.on.ca Website: www.stpa.on.ca

January 6, 2016

Dear City of St. Thomas: RE: Special Events request

I am writing to inform you of a special event that St. Thomas Pentecostal Assembly will be involved in on March 25th. It is our Annual Cross Walk.

We would like to conduct a crosswalk at 11:00 am down Talbot Street, leaving the church at 144 Wellington Street and arriving at City Hall then having a 20 minute performance on the steps of City Hall from approximately 11:40 am – 12:00 pm. In order for us to do this performance we are requesting the use of the electricity at City Hall for our sound equipment.

We thank you so much for your cooperation and support over the many years that we have been involved in this event.

Sincerely,

Janice DeMoor
Secretary/Treasurer
St. Thomas Pentecostal Assembly

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes No N/A If yes, Permit # _____

Will Alcohol be consumed at this Event?

Yes No

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes No

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes No

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

when we leave the church, we will be walking down one lane of the road to our destination of city Hall.

-no road closures required. One police escort only at event time

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

Leave church on Wellington St. @ 11:00 am - turn onto Boss St. then left onto Talbot St. all the way to city Hall. Arrive at approximately 11:30 - 11:45 am

Number of Event Personnel: / Number of Bands in the Event: _____

Number of Vehicles: / Number and Size of Tents: _____

Event Details (List all activities. Use a separate sheet if required)

Parade from St. Thomas Pentecostal Assembly @ 144 Wellington St. to City Hall. Once we arrive at city Hall a small 20 minute performance will be held on the steps. Music will be performed. Testimonies and dramas. Music will be played during parade.

Do you require Municipal Support:

Labour: Yes No Site Meeting: Yes No Water: Yes No

Barricades: Yes No Traffic Control: Yes No Hydro: Yes No

No Parking Signs: Yes No Detour Signing: Yes No Portable Hydro Panel Yes No

Other: _____ at the steps of city Hall

Has the St. Thomas Fire Department been contacted? Yes No N/A

Has the St. Thomas Police Service been contacted? Yes No N/A

Has Emergency Medical Services been contacted? Yes No N/A

Has the Elgin-St. Thomas Public Health been contacted? Yes No N/A

Has the Parks and Recreation Department been contacted? Yes No N/A

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes No N/A
If yes, Permit # _____

Have you submitted a location or site map with the application? Yes No N/A

Has a privately licensed security firm been contacted/retained? Yes No N/A
If yes, what company and how many security officers will be present? _____

Have you considered providing First Aid? Yes No N/A
If yes, how do you intend on providing that service? _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes No
Describe: _____

Volunteers:
Will you have volunteers trained in traffic control? Yes No N/A
If yes, how many? _____
Other types of volunteers and number: _____

Janice De Moor
(Signature of Individual completing this application)

Jan-6/16
Date of application

Contacts:

- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
- Environmental Services – Building Division 631-1680 Ext. 4168
- Environmental Services – Property Services 631-1680 Ext. 4180
- Environmental Services – Waste Management 631-1680 Ext. 4258
- Fire Department – Fire Prevention Officer 631-0210
- Police Services 631-1224 Ext. 141
- Parks & Recreation Services 633-7112
- St. Thomas Tourism 631-1680 ext. 4132
- Treasury Department - Insurance 631-1680 Ext. 4105

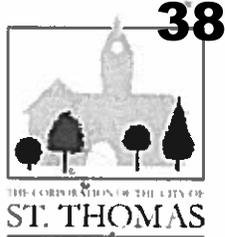
OFFICE USE ONLY

Application Received: _____
Special Events Committee Approval: _____

City of St. Thomas
Received

JAN 14 2016

City Clerks Dept.



Special Events Committee
 c/o CAO/Clerk's Dept, 545 Talbot
 St., St. Thomas, ON N5P 3V7
 Phone: (519) 631-1680 Ext. 4007
 Fax: (519) 633-9019

SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT
 APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO
 THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

Event Name: Iron Kids Triathlon
 Date(s): June 5/16 Start Time: 8:00 am End Time: 1:00 pm
 Location(s): 20 High St. Y Facility
 Organizing Group: Family YMCA of St. Thomas - Elgin
 Contact Name: Jerad Henderson
 Address: 20 High St.
 Town/City: St. Thomas Postal Code: NSR 5V2
 Phone Number: (519) 631-2418 Cell Phone Number: (519) 870-3665
 Fax Number: _____ Email Address: jhenderson@ymcawo.ca
 Expected Attendance: 100
 Location and number of washrooms in place: 10+

*Will food of any kind be available at this Event? Yes No

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes No

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?

Yes No If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes No N/A If yes, Permit # _____

Will Alcohol be consumed at this Event?

Yes No

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes No

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

* Are you anticipating any road closures/traffic flow changes? Yes No

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures. N/A

* If yes, describe the road closure requirement (Use a separate sheet if required).

None.

* If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

Attached.

Number of Event Personnel: 30 Number of Bands in the Event: 0

Number of Vehicles: 0 Number and Size of Tents: 0

Event Details (List all activities. Use a separate sheet if required)

A child triathlon event for beginners where children from 4 age groups race in a swim, bike, run event.

Do you require Municipal Support:

Labour: Yes No Site Meeting: Yes No Water: Yes No
Barricades: Yes No Traffic Control: Yes No Hydro: Yes No
No Parking Signs: Yes No Detour Signing: Yes No Portable Hydro Panel Yes No
Other: _____

Has the St. Thomas Fire Department been contacted? Yes No N/A

Has the St. Thomas Police Service been contacted? Yes No N/A

Has Emergency Medical Services been contacted? Yes No N/A

Has the Elgin-St. Thomas Public Health been contacted? Yes No N/A

Has the Parks and Recreation Department been contacted? Yes No N/A

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes No N/A
If yes, Permit # _____

* Have you obtained a Right of Way occupancy permit (if required)? Yes No N/A
If yes, Permit # _____

* Have you submitted a location or site map with the application? Yes No N/A

Has a privately licensed security firm been contacted/retained? Yes No N/A
If yes, what company and how many security officers will be present? _____

Have you considered providing First Aid? Yes No N/A
If yes, how do you intend on providing that service? Many staff present, w/ first aid.

Have you considered provisions for accessibility? i.e. parking, washrooms Yes No
Describe: We operate in compliance w/ AODA.

*Volunteers:
Will you have volunteers trained in traffic control? Yes No N/A
If yes, how many? _____
Other types of volunteers and number: _____

[Signature]
(Signature of Individual completing this application)

Dec 3, 2015
Date of application

Contacts:

- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
- Environmental Services – Building Division 631-1680 Ext. 4168
- Environmental Services – Property Services 631-1680 Ext. 4180
- Environmental Services – Waste Management 631-1680 Ext. 4258
- Fire Department – Fire Prevention Officer 631-0210
- Police Services 631-1224 Ext. 141
- Parks & Recreation Services 633-7112
- St. Thomas Tourism 631-1680 ext. 4132
- Treasury Department - Insurance 631-1680 Ext. 4105

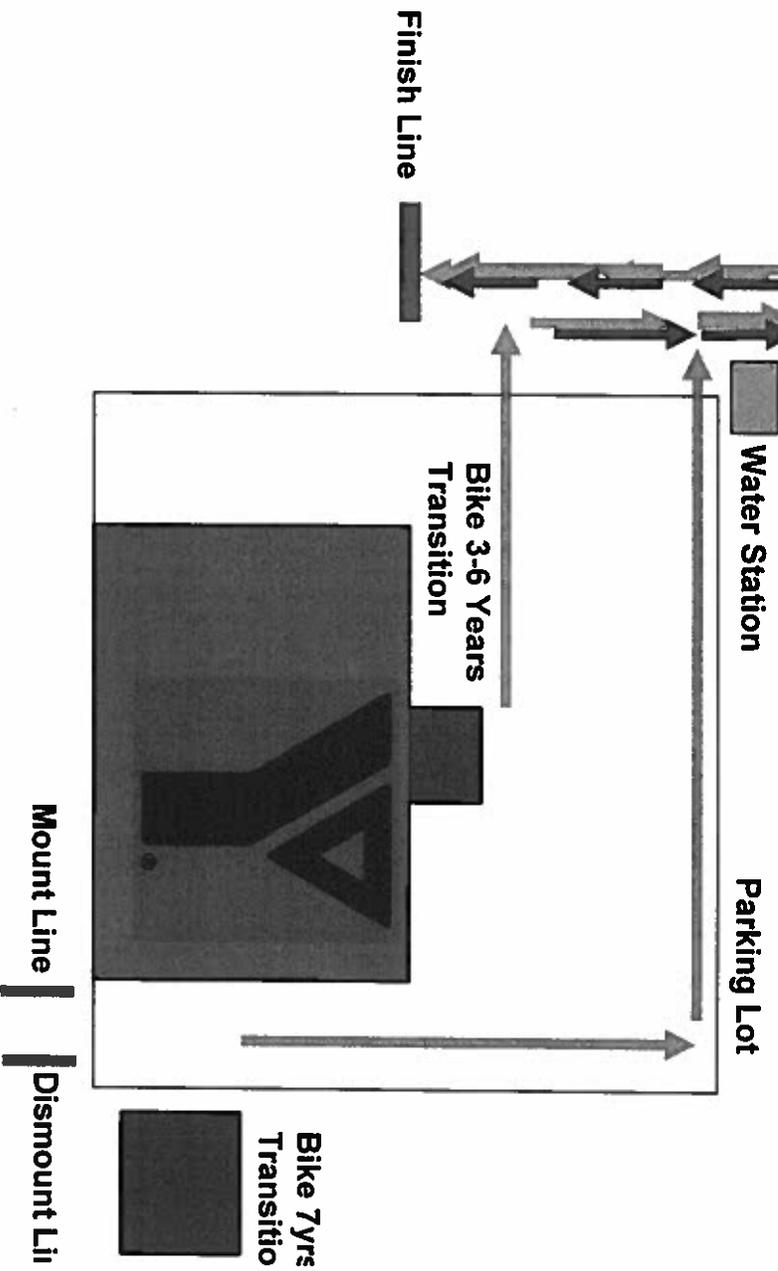
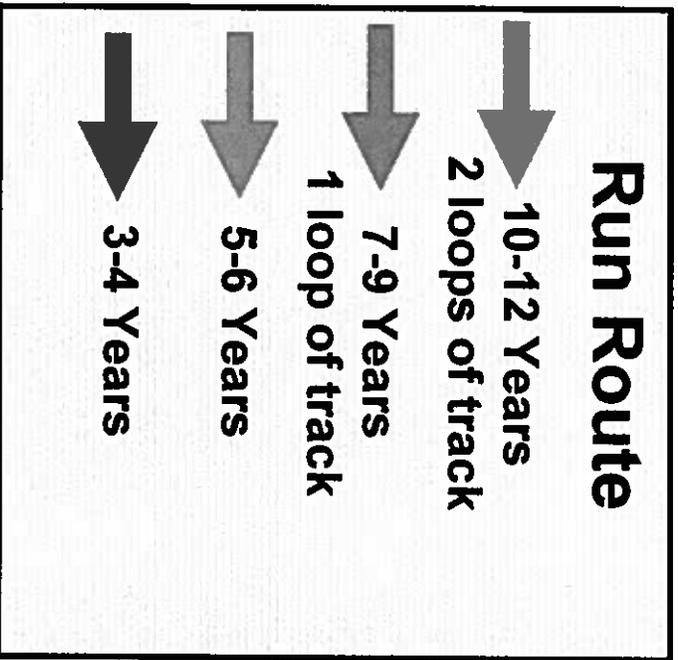
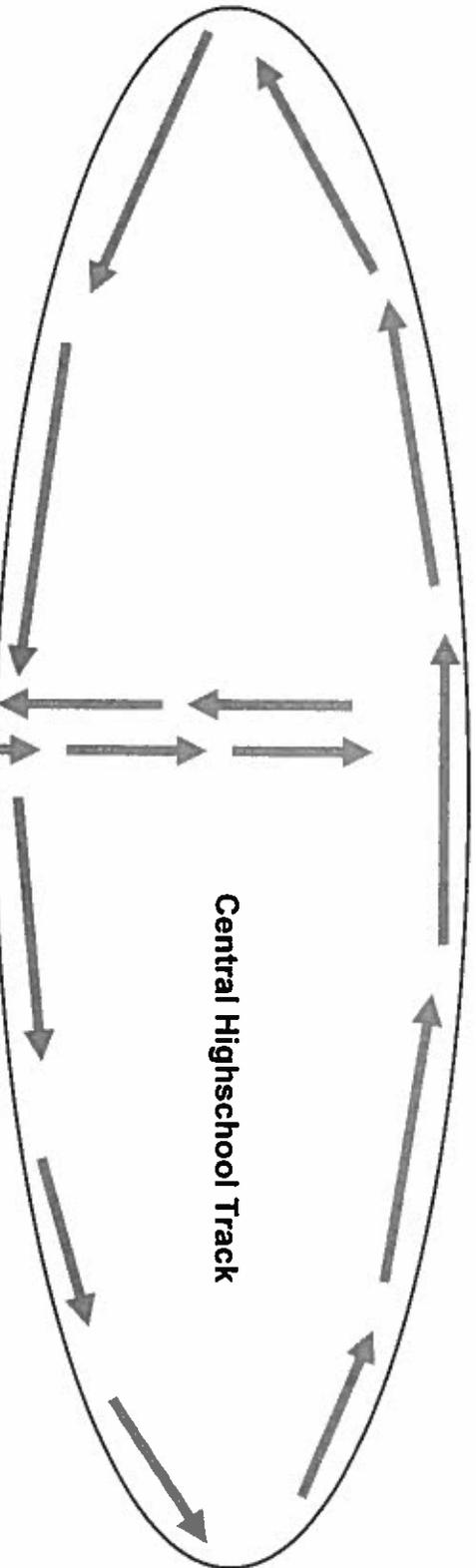
OFFICE USE ONLY

Application Received: _____
Special Events Committee Approval: _____

IRON KIDS TRIATHLON



Run Route



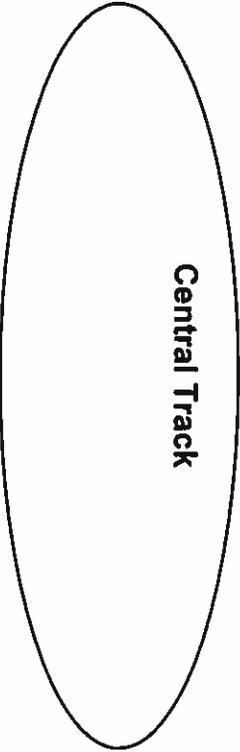


Bike Route

Park Avenue



IRON KIDS TRIATHLON



Central Track

42

Chestnut Street



High Street



Phillip Street



St. Joseph Street



Morrison Drive



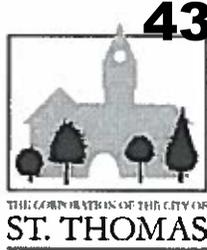
Elm Street



First Avenue



City of St. Thomas
Received
JAN 20 2016
City Clerks Dept.



Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4007
Fax: (519) 633-9019

SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

Event Name: 31 Combat Engineer Regiment (The Elgins) Parade
Date(s): 23 APRIL 2016 Start Time: 1100 End Time: 1300
Location(s): 76 TALBOT STREET → 600 TALBOT STREET
Organizing Group: 31 Combat Engineer Regiment / Mayor's Office
Contact Name: MAJOR GORDON MATHERS
Address: 28 ASPEN AVE
Town/City: ST. THOMAS Postal Code: N5R 5G4
Phone Number: 519 631 5316 Cell Phone Number: 519 808 3706
Fax Number: _____ Email Address: gmathers@primus.ca
Expected Attendance: 100
Location and number of washrooms in place: N/A

Will food of any kind be available at this Event? Yes No

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes No

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?

Yes No If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?
Yes No N/A If yes, Permit # _____

Will Alcohol be consumed at this Event? Yes No
If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes No
If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes No

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

A rolling road block from 76 -> 600 Talbot using the east bound lane.

If the event is a Parade/Run/Walk/Pass through Sporting Event:
Route Details (Use a separate sheet if required)

Regiment will form up at 76 Talbot with Mayor inspecting. Parade will then march east on Talbot street to the parking lot at 600 Talbot Street.

Number of Event Personnel: 100 Number of Bands in the Event: 1

Number of Vehicles: 5 Number and Size of Tents: 0

Event Details (List all activities. Use a separate sheet if required)

Mayor will inspect the Regiment then the parade will March down Talbot street with Mayor being saluted in front of City Hall. Exercising the Honour of The Freedom of the City

Do you require Municipal Support:

Labour: Yes No Site Meeting: Yes No Water: Yes No
Barricades: Yes No Traffic Control: Yes No Hydro: Yes No
No Parking Signs: Yes No Detour Signing: Yes No Portable Hydro Panel Yes No
Other: _____

Has the St. Thomas Fire Department been contacted? Yes No N/A

Has the St. Thomas Police Service been contacted? Yes No N/A

Has Emergency Medical Services been contacted? Yes No N/A

Has the Elgin-St. Thomas Public Health been contacted? Yes No N/A

Has the Parks and Recreation Department been contacted? Yes No N/A

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Memorial Arceia booked by the Mayor.

Have you obtained an Electrical Safety Authority permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes No N/A
If yes, Permit # _____

Have you submitted a location or site map with the application? Yes No N/A

Has a privately licensed security firm been contacted/retained? Yes No N/A
If yes, what company and how many security officers will be present? _____

Have you considered providing First Aid? Yes No N/A
If yes, how do you intend on providing that service? All soldiers trained.

Have you considered provisions for accessibility? i.e. parking, washrooms Yes No
Describe: Not required.

Volunteers:
Will you have volunteers trained in traffic control? Yes No N/A
If yes, how many? _____
Other types of volunteers and number: _____


MAJOR GORDON MATHERS
(Signature of individual completing this application)

18 JAN 16
Date of application

Contacts:

- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
- Environmental Services – Building Division 631-1680 Ext. 4168
- Environmental Services – Property Services 631-1680 Ext. 4180
- Environmental Services – Waste Management 631-1680 Ext. 4258
- Fire Department – Fire Prevention Officer 631-0210
- Police Services 631-1224 Ext. 141
- Parks & Recreation Services 633-7112
- St. Thomas Tourism 631-1680 ext. 4132
- Treasury Department - Insurance 631-1680 Ext. 4105

OFFICE USE ONLY

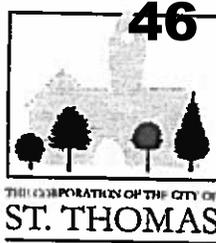
Application Received: _____
Special Events Committee Approval: _____

Councillor Wookey
Chairman

City of St. Thomas
Received

JAN 22 2016

City Clerks Dept.



Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4007
Fax: (519) 633-9019

SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

Event Name: NOSTALGIA NIGHTS CAR SHOW

Date(s): JULY 9, 2016 Start Time: 3:00pm End Time: 9:00pm

Location(s): TALBOT STREET

Organizing Group: ST THOMAS DOWNTOWN DEVELOPMENT BOARD

Contact Name: EARL TAYLOR

Address: 545 TALBOT STREET

Town/City: ST THOMAS Postal Code: N5P 3V7

Phone Number: 519-633-5248 Cell Phone Number: 519-670-9223

Fax Number: _____ Email Address: earl.taylor@sympatico.ca

Expected Attendance: 1500

Location and number of washrooms in place: 5 + L & PS HANDICAP

Will food of any kind be available at this Event? Yes No

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes No

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?
Yes No If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?
Yes No N/A If yes, Permit # _____

Will Alcohol be consumed at this Event? Yes No
If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes No
If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes No

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

SEE MAP ATTACHED

If the event is a Parade/Run/Walk/Pass through Sporting Event:
Route Details (Use a separate sheet if required)

Number of Event Personnel: 35 Number of Bands in the Event: 1
Number of Vehicles: 900 Number and Size of Tents: 5 10'x10'

Event Details (List all activities. Use a separate sheet if required)

SEE ATTACHED SHEET

Do you require Municipal Support:

Labour: Yes No Site Meeting: Yes No Water: Yes No
Barricades: Yes No Traffic Control: Yes No Hydro: Yes No
No Parking Signs: Yes No Detour Signing: Yes No Portable Hydro Panel Yes No
Other: REQUEST 12 PICNIC TABLES TO 3 AREAS
15 GARBAGE CANS + POLICE OFFICER AT ST CATHERINES

Has the St. Thomas Fire Department been contacted? Yes No N/A

Has the St. Thomas Police Service been contacted? Yes No N/A

Has Emergency Medical Services been contacted? Yes No N/A

Has the Elgin-St. Thomas Public Health been contacted? Yes No N/A

Has the Parks and Recreation Department been contacted? Yes No N/A
If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes No N/A
If yes, Permit # AS PART OF THIS APPLICATION

Have you submitted a location or site map with the application? Yes No N/A

Has a privately licensed security firm been contacted/retained? Yes No N/A
If yes, what company and how many security officers will be present? REACT - 6

Have you considered providing First Aid? Yes No N/A
If yes, how do you intend on providing that service? ST JOHN

Have you considered provisions for accessibility? i.e. parking, washrooms Yes No
Describe: ACCESSIBLE WASHROOM AT LTPS STATION / RESERVED
ACCESSIBLE PARKING - MOORE ST PARKING LOT

Volunteers:

Will you have volunteers trained in traffic control? Yes No N/A

If yes, how many? 20

Other types of volunteers and number: 15+ FOR DIRECTIONAL AND RELATED EVENTS IN ADDITION TO VOLUNTEER

 EARL TAYLOR
(Signature of individual completing this application)

JAN 22, 2016
Date of application

Contacts:

- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
- Environmental Services – Building Division 631-1680 Ext. 4168
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- St. Thomas Tourism 631-1680 ext. 4132
- Treasury Department - Insurance 631-1680 Ext. 4105

OFFICE USE ONLY

Application Received: _____
Special Events Committee Approval: _____

49

MARY ST

(SPEAKER) PARKING

HEPBURN PARK WR.

BRAND/D1

SOUTHWICK ONE SIDE ONLY

HIWATHIA

TALBOT

CURTIS

CHURCH PARKING

WHITE ONE SIDE ONLY

ELC W/ SMALL BUSINESS DISPLAY

PARKING SPEAKER

GREENS PARK WR WR

MONMOUTH ONE SIDE ONLY

CITY HALL

SPEAKER PARKING

REQUIRE EXTERIOR PLUGS ON CITY HALL

BRAND/D1

P2 ACCESS

← OPEN TO TRAFFIC →

ST CATHERINES

SPEAKER PARKING

LHS WR

← STATION HAS ACCESSIBLE BUS BAY →

APRINS.

GRASS AREA

GRASS AREA ART SHOW

MOORE ONE SIDE ONLY

LEGION

BT voice

WR

BRAND/D1

JOHN

RETAIN CONTROL FOR BUSES PARKING (CITY)

* Will require use of electrical plugs AT CITY HALL AND LHS STATION (EXTERIOR ONLY)

This will be the 3rd annual event. It is a free event for spectators and participants. The event consists of a static car show on the designated street area and grass area of the L&PS corridor. This event brings people to the downtown showcasing stores and attractions in this area. It has been well received by participating business in the previous years. Along with the car show the PSTR train is operated and is also free for all to attend. An art /craft show has also been part of the draw at this same event. This is all sponsored through the Downtown Development Board.



St. Anne's Community Festival

"Helping Others in OUR Community!"

20 Morrison Drive, St. Thomas, Ontario N5R 4S6
 Telephone: (519) 631-3640 Fax: (519) 631-7938

January 18 2015

City of St. Thomas
 Received

JAN 21 2016

City Clerks Dept.

Ms. Melanie Knapp, Special Events Secretary
 City of St. Thomas, Clerk's Department
 545 Talbot Street
 St. Thomas, ON N5P 3V7

Dear Ms. Knapp:

The 45th Annual St. Anne's Community Festival is to take place on June 1, 2 3, & 4, 2016 on the grounds of St. Anne's Parish.

The Festival features the renowned World's Finest Shows Midway. There is something for everyone at St. Anne's Community Festival, including:

Home-style meals served in The Centre every evening
 St. Anne's Bingo
 Restaurant Tent
 Bake Sale
 Games of Chance
 Festival Auction

Please find attached our completed application for your permission to host a Special Event.

Thank you for your support of this Parish endeavour every year!

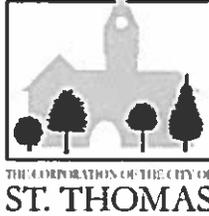
Sincerely,

Father Graham Keep,
 Pastor

/mmcl

JAN 21 2016

City Clerks Dept.



Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4007
Fax: (519) 633-9019

SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

Event Name: St. Anne's Community Festival
Date(s): June 1-4, 2016 Start Time: June 1, 2, 3 - 4pm End Time: June 4 - 12 noon 12 a.m.
Location(s): 20 Morrison Drive, St. Thomas, ON N5R 4S6
Organizing Group: St. Anne's Parish
Contact Name: Mike McLaughlin
Address: 45 Rickwood Place
Town/City: St. Thomas Postal Code: N5R 524
Phone Number: 519-631-3640 Cell Phone Number: _____
Fax Number: 519-631-7938 Email Address: stannesparish@dol.ca

Expected Attendance: 100's per day

Location and number of washrooms in place: 8 reg. + 1 spec. portable units and washroom at St. Anne's Centre.

Will food of any kind be available at this Event? Yes No

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes No

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?

Yes No If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes No N/A If yes, Permit # _____

Will Alcohol be consumed at this Event?

Yes No

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes No

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes No

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

Number of Event Personnel: _____ Number of Bands in the Event: _____

Number of Vehicles: _____ Number and Size of Tents: _____

Event Details (List all activities. Use a separate sheet if required)

Do you require Municipal Support:

Labour: Yes No Site Meeting: Yes No Water: Yes No

Barricades: Yes No Traffic Control: Yes No Hydro: Yes No

No Parking Signs: Yes No Detour Signing: Yes No Portable Hydro Panel Yes No

Other: _____

Has the St. Thomas Fire Department been contacted? Yes No N/A

Has the St. Thomas Police Service been contacted? Yes No N/A

Has Emergency Medical Services been contacted? Yes No N/A

Has the Elgin-St. Thomas Public Health been contacted? Yes No N/A

Has the Parks and Recreation Department been contacted? Yes No N/A

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes No N/A
If yes, Permit # _____

Have you submitted a location or site map with the application? Yes No N/A

Has a privately licensed security firm been contacted/retained? Yes No N/A
If yes, what company and how many security officers will be present? ISM-2 security guards + 40 Festival Board Members

Have you considered providing First Aid? Yes No N/A
If yes, how do you intend on providing that service? ISM to provide

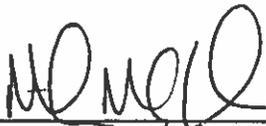
Have you considered provisions for accessibility? i.e. parking, washrooms Yes No
Describe: parking, washrooms

Volunteers:

Will you have volunteers trained in traffic control? Yes No N/A

If yes, how many? _____

Other types of volunteers and number: approx. 500 volunteers staffing all areas.



(Signature of Individual completing this application)

01/18/16
Date of application

Contacts:

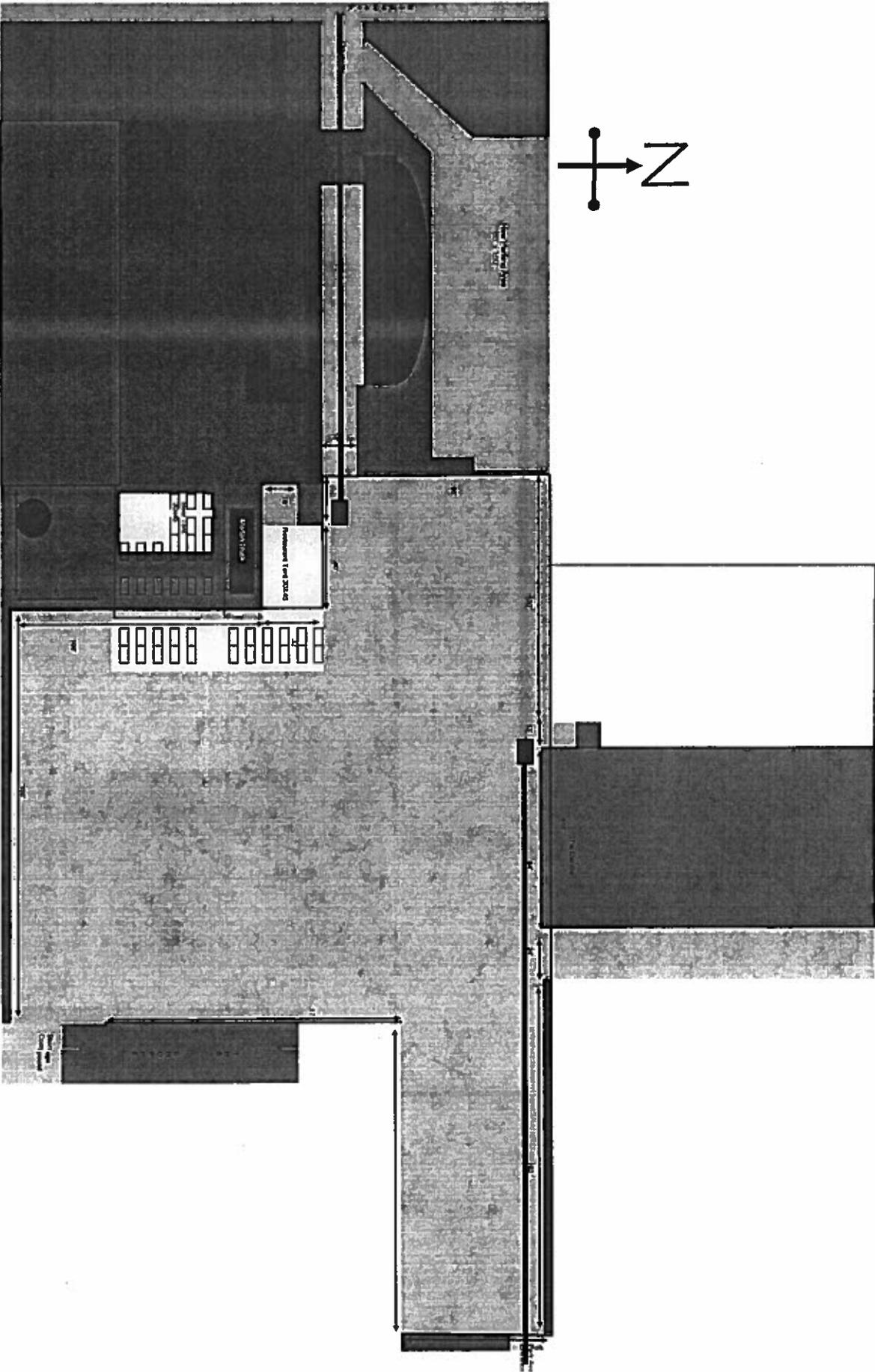
- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
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- St. Thomas Tourism 631-1680 ext. 4132
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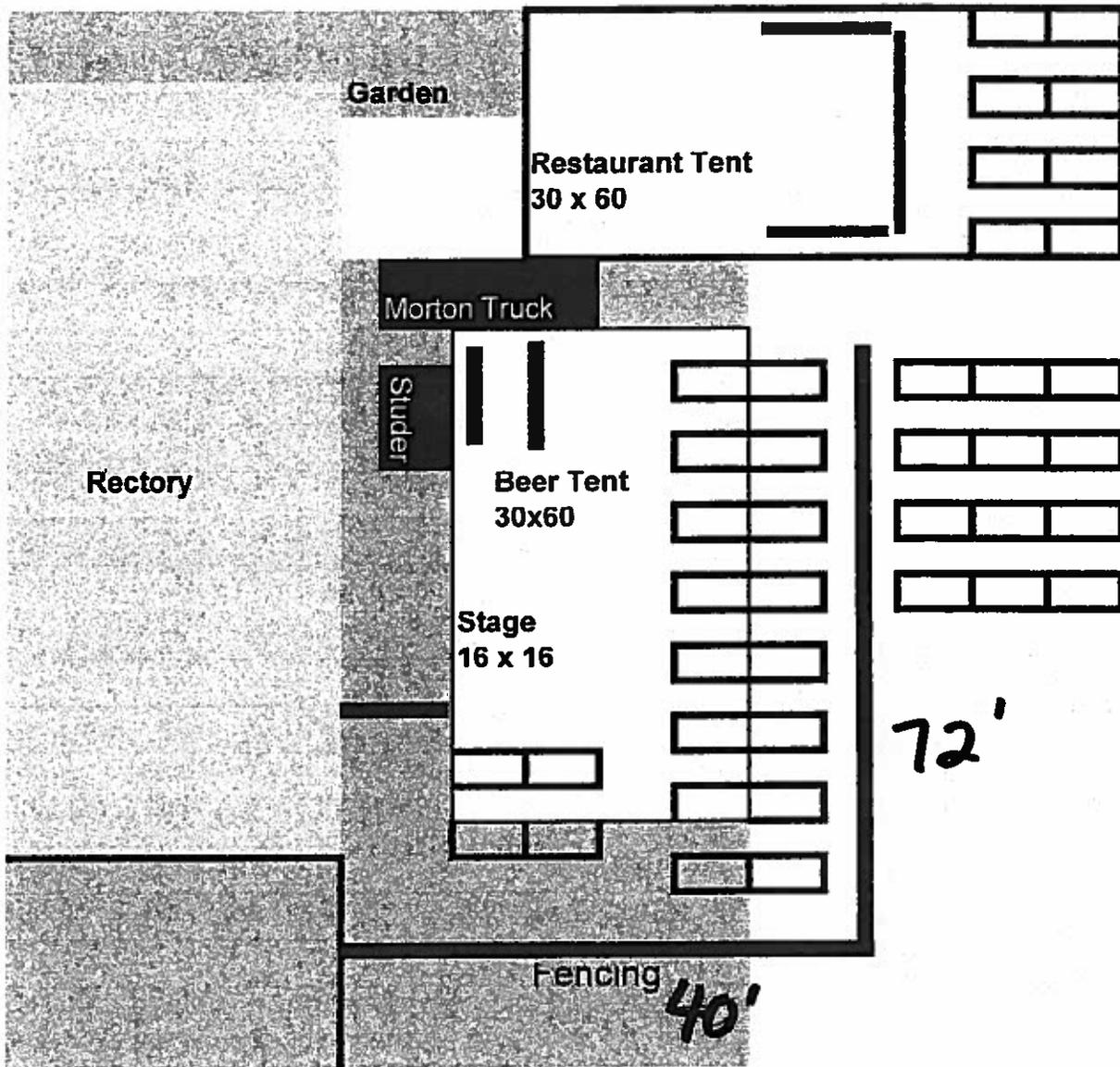
OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

St. Anne's Community Festival Grounds Layout

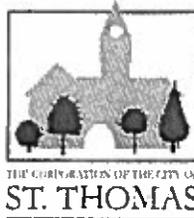




St. Anne's Community Festival

Restaurant & Beverage Area

Councillor Wookey
Chairman



Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4007
Fax: (519) 633-9019

City of St. Thomas
Received

JAN 25 2016

City Clerks Dept.

SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

Event Name: 2016 St Thomas Mandarin MS Walk
 Date(s): May 1/16 Start Time: 8am End Time: 2pm
 Location(s): Parkside Collegiate Institute
 Organizing Group: MS Society of Canada
 Contact Name: Sabrina Poirier
 Address: 1120 Dearness Dr. Unit 20
 Town/City: London Postal Code: N6E 1N9
 Phone Number: 519-680-7878 Cell Phone Number: 519-902-8152
 Fax Number: 519-680-7680 Email Address: Sabrina.Poirier@mssociety.ca
 Expected Attendance: 120

Location and number of washrooms in place: 241 Sunset Dr.

Will food of any kind be available at this Event? Yes No

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes No

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?

Yes No If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes No N/A If yes, Permit # _____

Will Alcohol be consumed at this Event?

Yes No

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes No

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes No

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

Number of Event Personnel: _____ Number of Bands in the Event: _____

Number of Vehicles: _____ Number and Size of Tents: _____

Event Details (List all activities. Use a separate sheet if required)

Do you require Municipal Support:

Labour: Yes No Site Meeting: Yes No Water: Yes No
Barricades: Yes No Traffic Control: Yes No Hydro: Yes No
No Parking Signs: Yes No Detour Signing: Yes No Portable Hydro Panel Yes No
Other: _____

Has the St. Thomas Fire Department been contacted? Yes No N/A

Has the St. Thomas Police Service been contacted? Yes No N/A

Has Emergency Medical Services been contacted? Yes No N/A

Has the Elgin-St. Thomas Public Health been contacted? Yes No N/A

Has the Parks and Recreation Department been contacted? Yes No N/A

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes No N/A
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes No N/A
If yes, Permit # _____

Have you submitted a location or site map with the application? Yes No N/A

Has a privately licensed security firm been contacted/retained? Yes No N/A
If yes, what company and how many security officers will be present? _____

Have you considered providing First Aid? Yes No N/A
If yes, how do you intend on providing that service? OnSite Medical Response

Have you considered provisions for accessibility? i.e. parking, washrooms Yes No
Describe: Parkside is accessible.

Volunteers:
Will you have volunteers trained in traffic control? Yes No N/A
If yes, how many? _____
Other types of volunteers and number: approximately 20 volunteers.

[Signature]
(Signature of Individual completing this application)

Jan 25/16
Date of application

- Contacts:**
- Alcohol and Gaming Commission of Ontario (416) 326-8700
 - CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
 - Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
 - Emergency Medical Services 637-3098 Ext. 30
 - Environmental Services – Roads & Transportation 631-0368 Ext. 5130
 - Environmental Services – Building Division 631-1680 Ext. 4168
 - Environmental Services – Property Services 631-1680 Ext. 4180
 - Environmental Services – Waste Management 631-1680 Ext. 4258
 - Fire Department – Fire Prevention Officer 631-0210
 - Police Services 631-1224 Ext. 141
 - Parks & Recreation Services 633-7112
 - St. Thomas Tourism 631-1680 ext. 4132
 - Treasury Department - Insurance 631-1680 Ext. 4105

OFFICE USE ONLY
Application Received: _____
Special Events Committee Approval: _____

Hindley, Jon

From: Pickersgill, Megan
Sent: January-20-16 11:59 AM
To: Todd, Bill; Hindley, Jon; Councillor Steve Wookey
Subject: FW: Vehicles on Talbot Lot

Good morning,

Please see the note below indicating that Elgin Chrysler will be moving the vehicles for the fireworks display.

Cheers,

Megan Pickersgill
Tourism Coordinator | St. Thomas EDC
tourism@stthomas.ca | 519.631.1680 x4132
www.railwaycitytourism.com

#stthomasproud

From: ddale@seefinchfirst.com
Sent: January 20, 2016 11:47 AM
To: sdyke@st-thomasedc.on.ca
Cc: brentsells@gmail.com
Subject: Vehicles on Talbot Lot

Sean,

The team at Elgin Chrysler will move the vehicles to the front third of the lot for your event on February 26-27. If there is an extreme amount of snowfall we may require you to assist in having the lot plowed but we will do our best to keep it clean with our plow.

Regards,

Daniel Dale

Dealer Principal



p) 519-686-1988

f) 519-686-4074

e) ddalesells@yahoo.ca

NORTHSTAR

fireworks entertainment inc. 

215 45 Bathurst Drive, Waterloo Ontario N2K 2K3
Phone 519 603 6555 Fax 519 603 6225

SOLD TO:	SHIP TO:
Name: <u>Railway City Tourism</u>	Name: <u>Railway City Tourism</u>
Address: <u>545 TALBOT ST</u>	Address: <u>RAILWAY GROUNDS</u>
City: <u>ST. THOMAS, ONT</u>	City: <u>BEHIND OLD FORD DEPENDS</u> <u>ST THOMAS, ONT</u>
Postal Code: <u>N5P 3V7</u>	Phone: _____

North Star Fireworks Entertainment Inc.
Application to Purchase: Class F - 2 High Hazard Fireworks

Name of Applicant <u>JEFF CARMEL</u>	Supervisor Card No. <u>001424</u>	Exp <u>02/20</u>
Address <u>444 LEVINGTON Rd</u>	Age <u>50</u>	
<u>WATERLOO ONT</u>	Phone #1 <u>705 446 8590</u>	Phone #2 _____

Insurance Company: SUM Strategic Underwriters Policy : CLG-00736-001
Coverage: 5 Million

I hereby make application to purchase display fireworks on behalf of RAILWAY CITY TOURISM

Display Location: RAILWAY GROUNDS - SEE SITE PLAN

Firing Date: FEB 27 /16 Time: 7 PM.

I certify, I have completed a recognized course for Fireworks Supervisor I have read and fully understand, and will be guided by the principles and safety rules of the Fireworks Manual, and by the specific instructions of the manufacturer relating to a particular firework.

Date: JAN 17 /16 Signature: [Signature]

Permission of Local Authority

(This section to be completed only by the local authority having jurisdiction over the display)
The Applicant has complied with local requirements and has been granted permission to conduct a Fireworks Display at the location and time mentioned above.

Name: Blair Heston Date: JAN 20/16

Signature: [Signature] Title: FPO

City/Town/Municipality: ST THOMAS



CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS Railway City Tourism 605 Talbot Street St. Thomas, ON N5P 3V7	2. INSURED'S FULL NAME AND MAILING ADDRESS Northstar Fireworks Entertainment Inc. 444 Lexington Road Waterloo, ON N2K 2K3
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3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)
Fireworks show February 27, 2016 in St. Thomas

4. COVERAGES
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policies period indicated notwithstanding any requirement, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. **LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS**

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY <small>(Canadian dollars unless indicated otherwise)</small>		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made OR <input checked="" type="checkbox"/> Occurrence <input checked="" type="checkbox"/> Products and/or completed operations <input type="checkbox"/> Employer's Liability <input checked="" type="checkbox"/> Cross Liability <input checked="" type="checkbox"/> Tenants Legal Liability <input type="checkbox"/> Pollution Liability Extension	Underwriters as authorized by SUM CGL-00736-001	2015/ 8 / 4	2016/ 8 / 4	Commercial General Liability Bodily Injury and Property Damage Liability - - General Aggregate - Each Occurrence	2,500	10,000,000 2,000,000
				Products and Completed Operations Aggregate		2,000,000
				<input type="checkbox"/> Personal Injury Liability <input checked="" type="checkbox"/> Personal and Advertising Injury Liability		2,000,000
				Medical Payments		25,000
				Tenants Legal Liability		1,000,000
				Pollution Liability Extension		
<input checked="" type="checkbox"/> Non-Owned Automobiles <input type="checkbox"/> Hired Automobiles	Underwriters as authorized by SUM CGL-00736-001	2015/ 8 / 4	2016/ 8 / 4	Non-Owned Automobile		2,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> Described Automobiles <input type="checkbox"/> All Owned Automobiles <input type="checkbox"/> Leased Automobiles ** <input type="checkbox"/> <input type="checkbox"/>				Bodily Injury and Property Damage Combined		
				Bodily Injury (Per Person)		
				Bodily Injury (Per Accident)		
				Property Damage		
EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input checked="" type="checkbox"/> Excess Liability	Underwriters as authorized by SUM EXC-00742-001	2015 / 8 / 4	2016 / 8 / 4	Each Occurrence		3,000,000
				Aggregate		3,000,000
OTHER LIABILITY (SPECIFY) <input checked="" type="checkbox"/> NOA SEF #94 Rental Trucks <input type="checkbox"/> <input type="checkbox"/>	Underwriters as authorized by SUM CGL-00736-001	2015 / 8 / 4	2016 / 8 / 4	All Perils Limit	1,000	100,000

5. CANCELLATION
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS Stoneridge Insurance Brokers Barrie 431 Bayview Drive, Unit #1 Barrie, ON L4N 8Y2 BROKER CLIENT ID: NOR909	7. ADDITIONAL INSURED NAME AND MAILING ADDRESS <small>(but only with respect to the operations of the Named Insured)</small> City of St. Thomas 545 Talbot Street P.O. Box 520, City Hall St. Thomas, ON N5P 3V7
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8. CERTIFICATE AUTHORIZATION	
Issuer: Stoneridge Insurance Brokers Barrie Authorized Representative: Paulette Morse <i>REG'D. INS BROKER</i>	Contact Number(s) Type: No No (706) 721-7781 Type Fax: No No (706) 721-1556 Signature of Authorized Representative: X <i>[Signature]</i> 2016 1 7 Certificate Date: 2016 1 7 EMail Address: pmorse@stoneridgeinsurance.ca